



Business Registry  
902-7<sup>th</sup> Avenue  
Canmore AB, T1W 3K1  
Office: 403-678-1523  
[businessregistry@canmore.ca](mailto:businessregistry@canmore.ca)

## Canmore Home Occupation Business Licence Application

### Section A – Contact Information

**Registered Name of Business:**

*(This is the legal name of your business as registered with the province or federal government. If not registered, enter your full legal name.)*

**Operating As:**

*(This is the name your business is known by to customers, if different from your registered name.)*

**Business Address:**

Unit:

Street Number:

Street Name:

City/Town:

Province/State:

Country:

Postal/Zip:

**Mailing Address***(If different from above):* Unit:

Street Number:

Street Name:

City/Town:

Province/State:

Country:

Postal/Zip:

*(If you are not the owner or on the title of the property, please provide proof of residence (i.e driver's licence or lease agreement).)*

**Business Website:****Business Owner(s):****Phone:****Email:****Primary Contact and Position** *(If different from owner):***Phone:****Email:**

### Section B – Business Profile and Start Date

**Describe products and/or services:****Intended start of operations:****Exempt Profession?** *(See website for details)*

### Section C – Classification of Business

To determine your home business classification, please answer the following questions:

- Do you have customers coming to your home?
- Do you have employees coming to your home?
- Will the business receive deliveries? If yes, estimated quantity and frequency:
- Do you manufacture or produce goods in your home? (ex. food)
- Do you store materials and equipment on site?
- Do you store or park trailers or commercial vehicles on site?  
If yes, list make, model, and weight:

If “yes” to one or more of the above, contact [Planning](#) to confirm the classification of your home occupation.

### Section D – Micro-Business Declaration

In the matter of the Town of Canmore Bylaw 2024-27, a local business earning less than \$30,000 in gross annual revenue may be eligible for a license fee of \$40.

Supporting documentation may be requested deemed necessary. Unlawful declarations will result in fines.

Yes, I declare that my business earns gross revenue of less than \$30,000 per year.

No, my business earns more than \$30,000 gross per year

By checking this box, I consent to using my electronic signature in lieu of an original signature on paper.

**Signature of Declarant****Date****Approver Signature** (Town of Canmore Business Registry)

## Section E – Applicant Statement

I consent to the publishing of my business information as indicated in section A of this application (i.e. business name and business name, website and city of business premises) on the Town of Canmore's online business directory at [www.canmore.ca/your-business](http://www.canmore.ca/your-business).

I do not consent the publishing of my business information on the Town of Canmore's online business directory

- I understand that this is an annual licence that renews at the end of the calendar year, and that it is my responsibility to notify the Town of Canmore if I cease operations or make any changes to my business.
- I confirm that the information provided in this application form and in supporting documents is correct, and agree to comply with all relevant provisions of the Business Registry Bylaw 2024-27 and other applicable Town Bylaws
- I authorize the Town of Canmore to investigate the validity of my/our stated information as they deem necessary in their sole judgement.
- I acknowledge that the business has complied with all Federal, Provincial, Municipal, and Health Authority licensing, authorization, or registration requirements, including but not limited to AGLC and Alberta Health Services.

By checking this box, I agree to the statement above and consent to using my electronic signature in lieu of an original signature on paper.

**Signature of Applicant:**

**Applicant's Name:**

**Date:**

FOIP Notification: Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The personal information you provide on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used for the purposes of administering billing and notifications for the Town of Canmore. This document is used to create your electronic file for the Business Registry. If you have any questions about the collection or use of this information, please contact the FOIP Coordinator, Town of Canmore, 902-7<sup>th</sup> Avenue, Canmore, AB T1W 3K1, (403) 678-1509.

## Application Checklist

*Before submitting your application, please check off each item in the checklist below. Any unchecked or incomplete submissions will be returned.*

### 1. Completed all sections on application form

Section A - Filled in details

Section B - Filled in details

Section C - Answered all questions

Section D - Selected the applicable option

Section E - Checked applicable boxes

### 2. Attached proof of Residence, if applicable

### 3. Attached copy of approval email from the Planning Department, if applicable - Section C

**Applicant**

**Business Registry  
Coordinator**